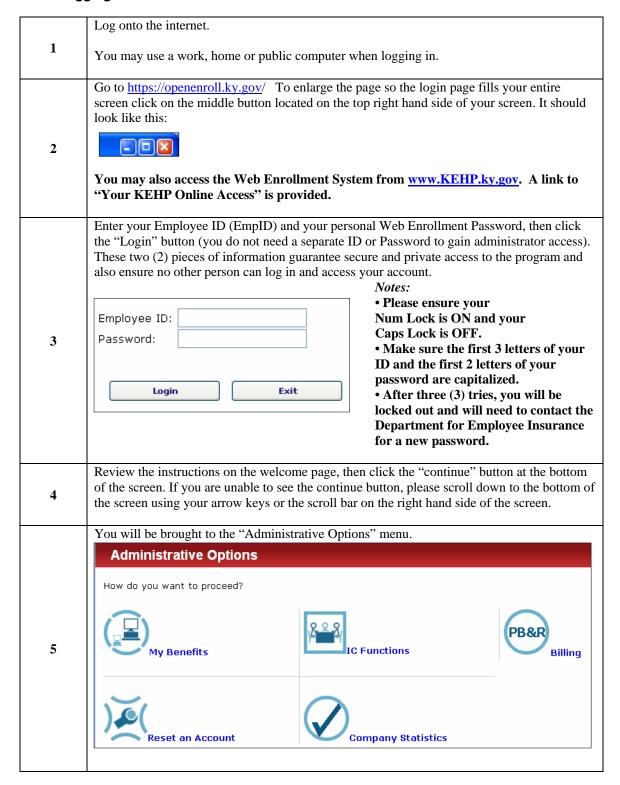
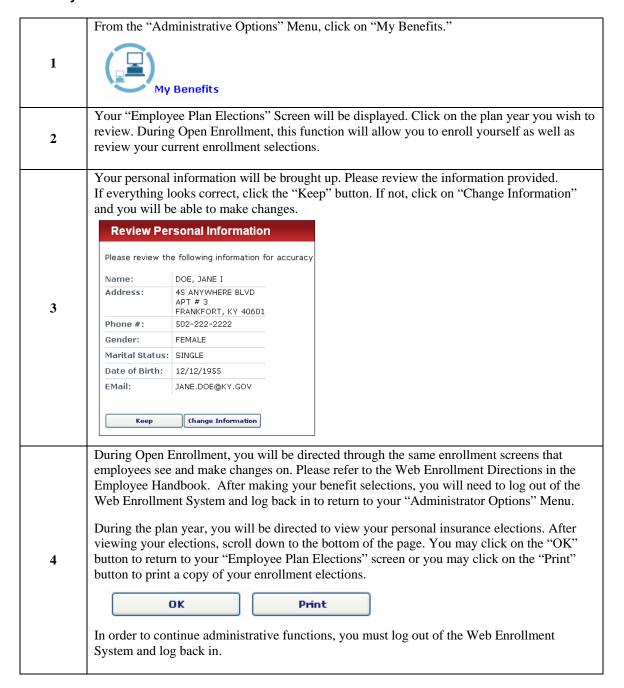
A. Logging In



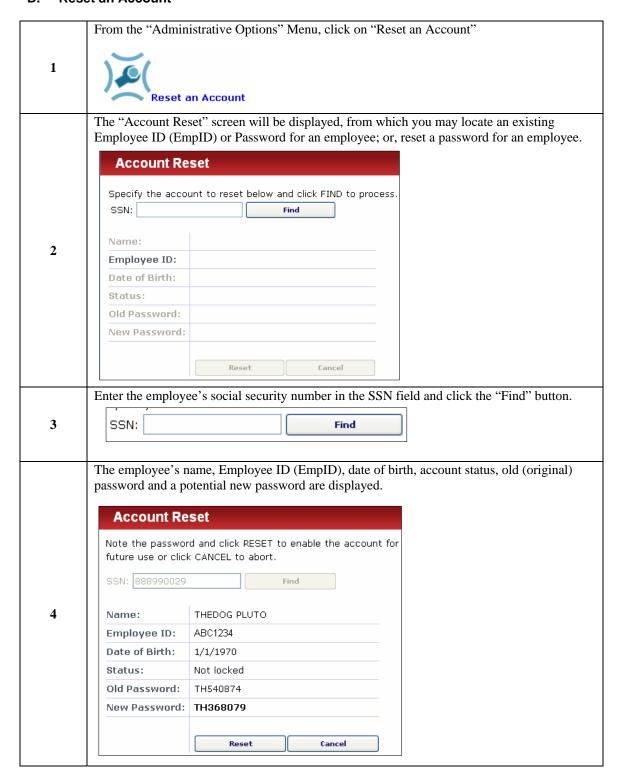
B. Administrative Options

	Fire anti-manifelia managed Man Danafta Danata Array (ICE anti-ma
1	Five options will be presented: My Benefits, Reset an Account, IC Functions, Company Statistics and PBR Billing. Brief explanations are given below that explain how each option will enable you to complete your job duties.
2	My Benefits Click on "My Benefits" to view your personal information. During the plan year, you may use this option to view and update your personal information (address, etc) and view your enrollment elections. During Open Enrollment, you will use this option to update your personal information and select your benefits for the upcoming plan year. Note: During Open Enrollment, the web enrollment system will be open to administrators past the normal deadlines given to employees. This is to ensure you, as an administrator, have enough time to key paper application enrollments into the web enrollment system. In the instructions below, this time period is referred to as the "administrator extension." However, your personal enrollment choices are subject to the same Open Enrollment regulations and deadlines as other employees.
3	Reset an Account Click on "Reset an Account" to view and reset passwords for employees within your company. You may also obtain your employees' Employee IDs (EmpIDs) from this module.
4	Click on "IC Functions" to view the IC Functions Menu. During the plan year, you may use this option to view other employee's elections, update employees' addresses, add new employees and terminate employees who have ended their employment with your company. During Open Enrollment, you may use this menu option to enroll employees for the upcoming plan year if they have filled out a paper application.
5	Click on "Company Statistics" to obtain reports on members of your company. The reporting module will give a complete listing of enrollments in Health Insurance plans, Waivers, Flexible Spending Accounts (FSAs) and Health Reimbursement Accounts (HRAs). It will also enable you to track new employees who have not yet enrolled for benefits. These reports are detailed and can be printed for your convenience.
6	PB&R Billing Click on "Billing" to view bills for members of your company. If you are also an FH or FA, you have access to work on the bills. Web Billing System Instructions may be obtained by contacting the Financial Management Branch at (502) 564-9097.

C. My Benefits



D. Reset an Account



If you need to convey the old (original) password to the employee, make note of the password and click the "Cancel" button. Then, click the "Done" button at the bottom of the screen. You are done with the "Account Reset" screen.

If you need to reset a password, click the "Reset" button. The employee's new password will be displayed. Please make note of the password.

Success! The account **111221111** was successfully modified and enabled. Please note the password of DO235897 for future logins.

Click the "Done" button at the bottom of the screen. You are done with the "Account Reset" screen.

5

E. IC Functions: View Employee Elections

	From the "Administrative Options" Menu, click on "IC Functions."		
1	IC Functions		
	<i>Note:</i> Employee IDs (EmpIDs) for existing employees may only be obtained via "Reset An Account," section D above.		
	The "IC Functions" Menu will be displayed. Five (5) options are presented:		
	View Employee Elections, Change Employee Elections, Add a New		
	1. View Employee Elections Employee, Terminate Employee and Done.		
2	2. Change Employee Elections		
2	3. Add a New Employee		
	4. Terminate Employee		
	5. Done		
	Note: Clicking on "Done" will bring you back to the "Administrative Options" Menu.		
	To view elections for your employees, click on "View Employee Elections".		
	Enter the employee's social security number on the "Account Selection" screen and click the "Process Account" button to continue.		
3	Social Security Number:		
	Process Account Cancel		
	 The employee's "Employee Plan Election" screen will be displayed. Click on the plan you wish to view. 		
	• The employee's Personal Information will be displayed. Click on "Update Information" if an update needs to be made or on "Keep" if the information is		
	accurate.		
	The employee's elections (regardless of status, i.e Active or Unedited) will be displayed for your review. Scroll down to the bottom and click on "OK" to go back to the "Administrative Options" Menu or "Print" to print a copy of the employee's active or unedited insurance elections.		

F. IC Functions: Change Employee Elections

	From the "Administrative Options" Menu, cli	ck on "IC Functions."
1	IC Functions	
	<i>Note:</i> Employee ID's (EmpIDs) for existing employection D above.	oyees may only be obtained via "Reset An Account,"
The "IC Functions" Menu will be displayed. Five (5) options are presented:		Five (5) options are presented:
	IC Functions	View Employee Elections, Change Employee
	1. View Employee Elections	Elections, Add a New Employee, Terminate Employee and Done.
	2. Change Employee Elections	
2	3. Add a New Employee	
	4. Terminate Employee	
	4. Terminate Employee	
	5. Done	
	Note: Clicking on "Done" will bring you back to the	he "Administrative Options" Menu.
	To change elections for your employees, click	c on "Change Employee Elections".
		curity number on the "Account Selection" screen
	and click the "Process Account	" button to continue.
	Social Security Number:	
	Process Account	Cancel
	If the employee's enrollment per	ariod has already passed
	❖The employee's "Employee'	Plan Elections" screen will be displayed. Click
	on the plan you wish to vie	ew. ormation will be displayed. Click on "Update
		needs to be made or on "Keep" if the
	information is accurate.	Il ha displayed for your raview. Scroll down to
3	❖The employee's elections will be displayed for your review. Scroll down to the bottom and click on "OK" to go back to the "Administrative Options"	
3	Menu or "Print" to print a	copy of the employee's insurance elections.
	If the employee's enrollment per	
	❖ The employee's "Employee on the plan you wish to up	Plan Elections" screen will be displayed. Click
		formation will be displayed. If the information is
	incomplete, the "Update Personal Information" screen will be displayed for data entry. If the information has already been entered, the "Review	
		en will be displayed. Click on "Update
	Information" if an update i	needs to be made or on "Keep" if the
	information is accurate.	al information has been entered and verified, the
	"Member Main Menu" wil	ll be displayed. All elections from the paper
		at this time by going through the menu options.
		cation, signed and dated by the employee within the mber Main Menu. This is considered insurance fraud.
	deadine, you should not enter elections on the Me	moet want wicht. This is constucted histianice ifaud.

G. IC Functions: Add a New Employee

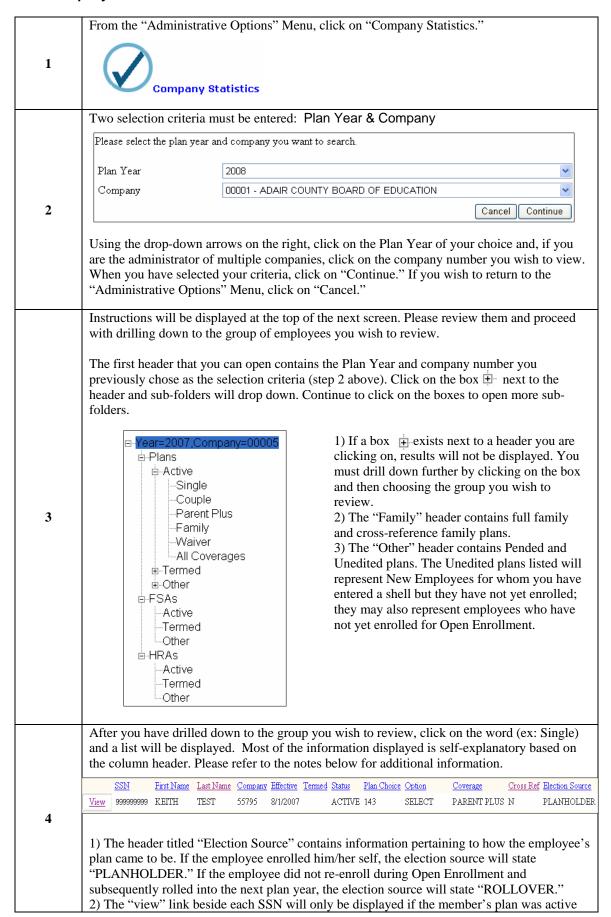
	From the "Administrative Options" Menu, cli	ck on "IC Functions."	
1	IC Functions		
	The "IC Functions" Menu will be displayed.	The "IC Functions" Menu will be displayed. Five (5) options are presented:	
	IC Functions	View Employee Elections, Change Employee Elections, Add a New Employee, Terminate Employee and Done.	
	1. View Employee Elections	Employee and Bone.	
2	2. Change Employee Elections		
2	3. Add a New Employee		
	4. Terminate Employee		
	5. Done		
	Note: Clicking on "Done" will bring you back to the	ne "Administrative Options" Menu.	
	To add a new employee, click on "Add a New Employee".		
3	You have the ability now to do the following: New Employee shell only Starting the day after you add the New Employee shell, the new emp may log in and enroll anytime during his/her enrollment period. The employee will need both their Employee ID (EmpID) and password; information which must be obtained from you, his/her insurance coordinator. If you have a paper application, you may either continue entering plar elections or you may stop and mail the paper application to DEI for processing. If you enter the paper application online, please do not mato DEI as back-up. New Employee shell & Personal Information only After the New Employee shell is created, you may continue entering personal information about the employee. If you have a paper application, you may either continue entering plar elections or you may stop and mail the paper application to DEI for processing. If you enter the paper application online, please do not mato DEI as back-up. New Employee shell, Personal Information and Enrollment Elections		
	If you go with the 3 rd option, you must key the employee's information from a paper Health Insurance application that was completely filled in and signed by the employee within their deadline. If the employee has not completed an application within the deadline, you are allowed to enter their New Employee shell & Personal Information and then exit the employee's plan. At that time, the system will know the deadline has expired and will assign a forced waiver.		
	enter the New Employee shell, Personal Infor	after the deadline has passed, please ensure you mation and Enrollment Elections at the same e during data entry, the system will assume you o the employee. When this occurs, the	

	NOTE: The new employee, regardless of how their information is entered in the Web Enrollment System, will need both an Employee ID (EmpID) and a password in order to enroll themselves in coverage on the web. The password will be generated when the employee shell is created, but the Employee ID (EmpID) will not be available until the following business day. It will be sent to you via email and you will need to communicate the EmpID to the employee.
4	The "Add New Employee" screen will be displayed for data entry. When you enter a new employee on the web, you are entering what is commonly referred to as an "employee shell". • Enter all information and click on "Add" when finished. • If your employee shell was successfully created, an informational page will be displayed. It will contain the employee's information, including their password. It will NOT contain the Employee ID (EmpID). The Employee ID (EmpID) will be sent to you via email the next business day. Please print this page (in landscape format) by clicking on the print icon. Then, give it to the new employee. It contains his/her password and other important information. • If your employee was not successfully created, you will be prompted to have the employee fill out a paper health insurance application and submit it to the Department for Employee Insurance. This may occur if the employee is already employed with another company. Click "OK" and the system will bring you back to the "IC Functions" Menu.
5	When you are finished entering the employee shell and have received a successful notification, there will be a question at the bottom of the screen: Enter Personal Information? By clicking "Yes", you will be brought to the "Update Personal Information" screen where the employee's address, phone number, etc, can be filled in. After filling in the fields, click on "Update Information." The employee's personal information will be displayed for an accuracy review. If the information is correct, click on "Keep." The "Member Main Menu" will be displayed. All elections from the paper application may be entered at this time by going through the menu options. If you do not have a paper Enrollment Application, signed and dated by the employee within the deadline, you should not proceed any further. By clicking "No", you will be brought back to the "IC Functions" menu. At this time, if the employee you have entered has already passed his/her New Hire deadline, the system will assign a forced waiver and no further actions are necessary.

H. IC Functions: Terminate Employee

	From the "Administrative Options" Menu, click on	"IC Functions."
1	IC Functions	
	The "IC Functions" Menu will be displayed. Five (5) options are presented:
	IC Functions	View Employee Elections, Change
	1. View Employee Elections	Employee Elections, Add a New Employee, Terminate Employee and Done.
2	2. Change Employee Elections	
2	3. Add a New Employee	
	4. Terminate Employee	
	5. Done	
	Note: Clicking on "Done" will bring you back to the "Ad	lministrative Options" Menu.
	To terminate an employee whose employment has e	ended, click on "Terminate Employee."
3	 NOTES: Do not terminate an employee who has transferred, retired, deceased or has begun Leave Without Pay (LWOP). Send the information to DEI on a paper Update Form. If the employee has resigned with your company and you are not sure if they are being hired with another company (whom DEI services), please call DEI for assistance. 	
4	The "Termination of Employment" screen will be displayed. Review the instructions on the screen and enter the social security number of the employee who needs to be terminated. Click the "Find" button.	
5	The employee's name, date of birth and company with information with the employee you wish to termina	
6	Enter the employment termination date (last day en mm/dd/yyyy format, and click the "Calculate Term incorrect date, click on "Clear" and re-enter the cor	ination(s)" button. If you entered an
	NOTE: Transfer terminations should not be entered onling on paper Update Forms.	ne. Please submit transfer terminations to DEI
7	 information and return to the "IC Fur is terminated the moment you click of If the employee is currently cross-ref employee's termination information." 	f applicable) will appear at the bottom for tion dates. Click on "Cancel" to erase the actions" menu. The member's information on "Save." Ferencing, click on "Save" to send the to a work queue within the Dept. for
	terminated until the information is we NOTE: Please remember to enter employment termination purposes.	· -

I. Company Statistics



	sometime during the current plan year. Click on the link to drill down further into the member's information. 3) For HRAs and FSAs, please note the amounts shown in the far right column are the annual election amounts. They do not reflect monthly or weekly amounts, nor do they involve amounts billed or received.
5	To sort the list, click on the column header you wish to sort by.
6	To print the list, go to the menu options on your internet explorer, set the page orientation to landscape, change the paper size to Legal, and print using the print option or icon within your internet program.
7	Two links are available on the top right of the list. "New Search" will return you to the main screen to re-enter the Plan Year and Company. "Folder View" will return you to the large folder display (shown in step 3 above)

J. Updates and Changes

	Social Security Number (SS#) If you have entered a new employee shell under an incorrect social security number, please	
1	contact the Dept. for Employee Insurance (DEI) for the shell SS# to be corrected. After DEI has corrected the SS# and one business day has passed, you may proceed with previous duties which were halted by the error.	
2	Company Number (Co#) If you have entered a new employee shell under an incorrect company number, please contact the Dept. for Employee Insurance (DEI) for the unedited shell to be rejected. After DEI has rejected the incorrect shell, you may re-enter the employee shell using the correct Co#.	
3	Hire Date If you have entered a new employee shell using an incorrect hire date, please contact the Dept. for Employee Insurance (DEI) for the hire date to be corrected. If the shell has already been activated and the corrected hire date causes the effective date to become incorrect, DEI will terminate the plan, allowing you to re-enter the information. If the shell is still unedited (has not been activated), DEI will reject the incorrect shell, allowing you to re-enter the information.	
	For an existing active employee who has an incorrect hire date, please notify DEI by a paper Update Form or via email.	
4	Date of Birth All date of birth corrections must be submitted to DEI on a paper Update Form or via email.	
5	Termination Date Employment and Insurance termination dates may not be corrected online at this time. Corrections must be submitted to DEI via paper Update Form or email.	
6	 Plan Information A previously entered plan may only be corrected during the enrollment period for that event. • Open Enrollment plans may be corrected during the Open Enrollment period by the employee. The Insurance Coordinator may correct the Open Enrollment plan based on a paper application during the enrollment period, up until the administrator extension days are completed. Example: Open Enrollment ends Oct. 26. The employee may enroll as many times as he/she wishes during the enrollment period. The Insurance Coordinator may correct the plan during the enrollment period and up to 2 weeks after Open Enrollment has ended. The additional 2 weeks are the administrator extension days. New Employee plans which need to be corrected follow the same guidelines as stated above for Open Enrollment, with the exception of the administrator extension days. After the employee's new hire enrollment deadline has passed and either the New Employee shell has been activated or the employee has already logged in and activated their plan during their enrollment period, the Insurance Coordinator will not be allowed to make changes online. Plan changes would need to be documented and signed on a Health Insurance Application and mailed to DEI for review. 	